

TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION
ROUNDTABLE MEETING
MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, March 8, 2011
7:00 P.M.

1. CALL TO ORDER, MAYOR ROSEANN MINNET

Mayor Roseann Minnet called the meeting to order at 7:00 p.m. Vice Mayor Stuart Dodd, Commissioner Birute Ann Clotley, Commissioner Scot Sasser, and Commissioner Chris Vincent were present. Also present were Town Manager Connie Hoffmann, Town Attorney Susan Trevarthen, and Town Clerk June White.

Mayor Minnet stated that Commissioner Clotley was in Seattle, Washington and would take part in the Special Meeting at 8:00 p.m. by way of telephone. Mayor Minnet added 3 items to the Roundtable agenda; "Upcoming Events" as item 2t, "Sewer Rates" as item 2u, and "Effectiveness of Roundtable" as item 2v.

2. DISCUSSION ITEMS:

- a. Ordinance 2011-02: Parking Regulations (Development Services Director Jeff Bowman) Approved 1st reading on February 22, 2011 - Deferred at the February 22, 2011 Commission meeting for Roundtable discussion

Mayor Minnet noted that staff had made the changes requested by the Commission.

Mayor Minnet stated that Ordinance 2011-02 would be on the March 22, 2011 Commission agenda for 2nd reading and adoption.

Town Manager Hoffmann clarified that the P&Z (Planning and Zoning Board) asked to look at the hotel requirements, which would be handled in a later amendment. She added that the hotel requirement was not covered in this ordinance. Mayor Minnet stated that the reference was regarding 1 parking space for each rentable unit of a hotel/motel.

There was no further discussion.

- b. Ordinance 2011-01: Parking Exemption (Development Services Director Jeff Bowman) Deferred to Roundtable for additional discussion at the February 22, 2011 Commission meeting - 2nd reading and Public Hearing scheduled for the March 8, 2010 Special Meeting at 8:00 p.m.

Commissioner Vincent questioned clarification as to when a restaurant closure was deemed to have occurred. Attorney Trevarthen stated that was not yet discussed with staff and could be reviewed should the Commission desire. Commissioner Vincent believed a date certain was needed.

Assistant Town Manager Bentley said staff would maintain a list of all restaurants approved under the program that should be easy to monitor on a monthly basis to determine whether a restaurant closed. He said they would start counting on the day permanent closure was documented. Commissioner Vincent wanted to keep it simple.

Town Manager Hoffmann believed that legal assistance would be needed in order to set policy regarding closure.

Commissioner Sasser inquired as to whether the parking spaces would go back into the pool should the restaurant leave Town. Commissioner Vincent said they would.

Vice Mayor Dodd inquired as to what would happen if a restaurant was short by one space. Attorney Trevarthen stated that the Town Manager had the authority to approve up to 3 spaces, or 10% of the required number of parking spaces, and if denied by the Town Manager it could be repealed to the Commission.

Assistant Town Manager Bentley questioned whether the words "whichever was greater" should be added to the end of the sentence that read "up to ten (10) percent of the number of required parking spaces may be approved. Attorney Trevarthen agreed to add it.

Mayor Minnet stated that the only change was to add "whichever was greater" and would obtain clarification at the Special meeting on 2nd reading.

There was no further discussion.

- c. Ordinance 2010-06 - Comp Plan Amendments - (Development Services Director Jeff Bowman & Planner Walter Keller)

Mayor Minnet recalled that there were 3 reasons why the Comprehensive Plan needed to be updated: 1) the ILA (Interlocal Agreement) with the Broward County School District; 2) the state requirement for the Comprehensive Plan to address Greenhouse Emissions; and 3) changes to the Coastal High Hazard Area provisions.

Planner Walter Keller explained that the Town received a provisional recertification of the Future Land Use element and as a result, the Town was required to make revisions to certain items in the Future Land Use element and to do so within 1 year. He said that in addition, the Town was brought into the Broward County School District Interlocal Agreement which required that a Public School Facility element be added to the Comprehensive Plan. Planner Keller explained that once the revisions process began, other changes were made to state law that required the Town to address Greenhouse Gas Emissions and the Coastal High Hazard provisions. He added that other changes were made and this revision was only a minor update to the Comprehensive Plan. Mayor Minnet questioned whether the Town was required to revise the entire Comprehensive Plan next year. Planner Keller explained that the Town would participate in an EAR (Evaluation Appraisal Report) next year. Mayor Minnet questioned whether language could be changed in the document at that time. Planner Keller said language could be changed at that time.

Town Manager Hoffmann recommended the following changes to the Comprehensive Plan: 1) Section 1.10.04 - Take out this section rather than amend it because it dealt more with the LDR's (Land Development Regulations) than the Master Plan; and 2) Section 1.10.04 - Change the 1 year provision to 2 years to give the Town more time to complete the modification of the LDR.

Town Attorney Trevarthen explained that the Florida Statute required the Town to complete the modifications to the LDR within 1 year the amendments were made to the Comprehensive Plan. She recommended keeping the 1 year provision in the document with the understanding that the Town would do their best to meet that deadline. Town Manager Hoffmann also recommended the following changes to the Comprehensive Plan: Section 4.7.10 - Eliminate the section because there was no multimodal and transit orientated development criteria going into the Master Plan; and in Section 4.7.11 - add the language "and the 2012 Capital Improvement Program".

Commissioner Sasser questioned whether the language in regards to the multimodal and transit should be removed from that section as well. Town Manager Hoffmann explained that was dependent on whether the Town chose to build a parking garage. Planner Keller clarified that an additional bus stop or specific signage could also be considered under that category.

Town Manager Hoffmann suggested eliminating section 4.10.4 because the language was repetitive. She stated that all of the revisions would go before the P&Z Board (Planning & Zoning Board) for review at their next scheduled meeting the following week.

Town Manager Hoffmann added that the Comprehensive Plan was also missing the final adopted CIP (Capital Improvement Projects) and would be included prior to Commission approval.

Commissioner Sasser questioned whether the Coral Reef Project was updated to reflect the actual \$27,000 cost and whether that amount took into account the grant that the

Town applied for. Town Manager Hoffmann explained that the amount was from the original adopted budget which was not yet amended and there was no additional information to report in regards to the grant application. Mayor Minnet reiterated that there was language in the document that needed to be updated. Planner Keller agreed.

There was Commission consensus to move forward with the changes recommended by the Town Manager, to have the revisions go before the P&Z Board for review, and for the Comprehensive Plan to come back to the Commission for approval at the March 22, 2011 Regular Commission meeting. Town Manager Hoffmann questioned whether the coral reef could be added to the section referencing the Town's natural resources. Planner Keller explained that there was a provision that required that all natural resources needed to be mapped by the Town; however the coral reef could be added to figure 2. There was Commission consensus to add the coral reef to the Natural Resource section of the Comprehensive Plan.

Commissioner Sasser requested that staff send the Comprehensive Plan to the P&Z members as soon as possible. Town Manager Hoffmann clarified that the P&Z board already had received the lengthy document except for the revisions in red which would go to P&Z the following day.

There was no further discussion.

d. Ordinance 2011-07: Conditional Uses & Procedures within the Business District (Development Services Director Jeff Bowman)

Commissioner Sasser agreed with staff that a check cashing store should not be a permitted use in town. Vice Mayor Dodd and Mayor Minnet agreed.

There was Commission consensus to move forward with staff recommendations to eliminate check cashing stores from permitted uses.

e. Draft Ordinance on the Sunday Morning Sale of Alcoholic Beverages (Town Manager Connie Hoffmann) Requested at the February 8, 2011 Roundtable by Vice Mayor Dodd

Vice Mayor Dodd stated that Fort Lauderdale passed their ordinance regarding serving alcohol on Sunday mornings. He proposed the Town adopt regulations to start serving alcohol at 7:00 a.m. Monday through Sunday. Attorney Trevarthen stated that the code currently stated 9:00 a.m. Monday through Saturday and noon on Sunday. Mayor Minnet believed it was important to give the restaurants the same advantages as provided by the neighboring communities.

There was Commission consensus to change the code to 7:00 a.m. 7 days a week. Mayor Minnet stated that the ordinance would come before the Commission on March 22, 2011 for 1st reading.

f. Master Plan Steering Committee (Commissioner Scot Sasser)

Commissioner Sasser noticed that at the last MPSC (Master Plan Steering Committee) meeting, the members looked for input as to their next assignment. He asked whether the Commission believed that the MPSC had completed their assignment and pointed out that they had submitted the Master Plan for approval. Commissioners Sasser believed it was time to move into the next phase and suggested an economic development committee. Mayor Minnet said the MPSC did a great job and believed it was time to create an economic arm for the Town and more into an implementation phase. Vice Mayor Dodd and Commissioner Vincent supported the idea. Commissioner Sasser believed the MPSC was created by Resolution and therefore, another Resolution would be required to close the board. Town Attorney Trevarthen stated she would look into it and approach it appropriately.

Town Manager Hoffmann said that RMA (Redevelopment Management Associates) would be bringing a recommendation for creating an implementation committee with an economic development focus and would recommend that the Commission appoint members that have specific expertise.

Vice Mayor Dodd stated that he did not agree with the MPSC recommendation to take 3 feet off the El Mar Drive median. He said the Commission agreed to do away with the suggestion for a walkway down the middle because they wanted to keep the median as green as possible. Vice Mayor Dodd asked whether the Commission wanted to formally reject the recommendation at this time. Town Manager Hoffmann stated that the item was to be on this Roundtable agenda, but due to the length of the agenda she decided to put it on the April 12, 2011 Roundtable. She stated that the MPSC recommendation took 3 feet off the median on each side and created a bicycle lane adjacent to the sidewalk.

Commissioner Sasser did not believe they needed to decline it out right. He preferred to discuss that portion.

Direction was given to place the item on the April 12, 2011 Roundtable for discussion. Mayor Minnet asked whether the RMA report could be added to the Roundtable. Town Manager Hoffmann said they needed to discuss a meeting date for RMA. Mayor Minnet suggested a date in early April.

There was Commission consensus to bring the MPSC assignment to a close, to meet prior to the next Roundtable (date to be announced) for an RMA presentation, and place the El Mar Drive median on the April 12, 2011 Roundtable for discussion.

g. Update on Strategic Plan (Commissioner Scot Sasser)

Commissioner Sasser requested consensus that the strategy be maintained exclusive to the implementation aspects of the plan itself. He recommended that work begin to produce a written document that outlined the strategic plan. Commissioner Vincent

believed that there was a lot of work to do and recommendations that needed to be heard. Vice Mayor Dodd agreed with Commissioner Sasser but understood that certain elements were likely to be delayed such as burying the utility lines within the Town. He said that a realistic cost was needed along with a study to get a better idea of what was needed to be done to bury the utility lines. Mayor Minnet said that could be discussed under item 2n. There was Commission consensus to discuss the Oceanfront Center Drainage Project, item 2n at this time.

n. Oceanfront Center Drainage Project. Discussion of Alternatives (Municipal Services Director Don Prince)

Town Manager Hoffmann explained that Director of Municipal Services Don Prince and Director of Development Services Jeff Bowman discussed the item with FPL (Florida Power & Light). Municipal Services Director Prince explained that he spoke with Ed Pastoriza, Customer Project Manager for FPL, who informed him that the area of El Mar Drive north of Oriana, south of Minto, and from A1A east would cost approximately \$120,000. He pointed out that the area was 1500 square feet and the estimate did not include burying any cable or telephone lines. Mayor Minnet clarified that the Commission needed to decide whether to include a cost analysis to bury the utility lines, in the same scope of work for the stormwater project. Vice Mayor Dodd did not believe the price was accurate for the amount of work that needed to be done. He requested that staff get clarification on the original amount quoted by FPL. Municipal Services Director Prince reiterated that the quote only included the cost to bury the electricity lines and did not include cable, telephone or service lines. Town Manager Hoffmann stated that staff recommended an independent analysis of the cost to bury the utility lines.

Mayor Minnet questioned whether the Commission wanted to know what the cost was going to be to complete this project. Vice Mayor Dodd said he wanted to know the costs and understood that the project would consist of a large amount of consultant work. Town Manager Hoffmann asked whether the Commission wanted sketches of the landscape and streetscape at the same time. She also asked whether the Commission wanted to put the Oceanfront Center Drainage project out for RFP or use the Town Engineer to design it. She added that if they chose the Town Engineer, Chen and Associates, it would require an adjustment to their budgeted contract amount. Commissioner Vincent wanted to keep the landscaping and streetscaping costs separate and obtain the cost for burying the utilities first. Vice Mayor Dodd believed realistic costs were needed in order to determine the method of payment for the project.

Mayor Minnet believed there was consensus to get a cost analysis. She pointed out that an RFP would delay the project, and wanted it on record so that the public would understand the process. The Commission understood and agreed it was important to get the analysis.

Vice Mayor Dodd suggested that the project get done during the slowest time of the year; out of season.

Mayor Minnet believed there was consensus to get a cost analysis and go out for RFP for the Oceanfront Center Drainage Project. Town Manager Hoffmann asked whether the RFP should include that the contractor provide an estimated cost of burying the utilities to the adjacent property owners or leave it up to the property owners to determine their cost. Vice Mayor Dodd believed the property owners needed to be informed early on as there would be a burden placed on them to connect the utilities to their property. Town Manager Hoffmann stated that the project could be delayed due to the time it would take for the property owners to produce the money to make the connections. Mayor Minnet believed the property owners should have advanced warning so that they understood the monetary costs involved. Commissioner Vincent suggested obtaining a sample cost from another city that did this before.

Town Manager Hoffmann asked whether it would be appropriate for the Town to do a rough estimate of what it would cost each business to connect to the system or whether the businesses should do their own independent analysis. Commissioner Sasser wondered whether it should be put in the RFP to obtain leverage for pricing options for the business owners. Town Manager Hoffmann said staff would try to address that issue in the RFP and the Commission would have the opportunity to review the RFP before it went out.

Mayor Minnet suspended the meeting at 8:00 p.m. and reconvened at 9:00 p.m.

Mayor Minnet stated that during the break a question arose regarding the Oceanfront Center Drainage Project. She asked whether the Commission wanted to include in the RFP, an estimate of the cost to bury the underground utilities in the oceanfront center drainage area and also an estimate of what it would cost to bury the utilities on all of El Mar Drive; making it a 2 part component.

Commissioner Sasser said he favored it as long as it was separated.

It was the consensus of the Commission to add a cost estimate to bury the utility lines for El Mar Drive to the RFP.

h. Neighborhood Improvement Program

i. Terra Mar Entrance Improvement (Commissioner Scot Sasser)

Commissioner Sasser said he previously brought this before the Commission for discussion. He wanted to make sure the project would begin immediately and not be pushed to next year. Commissioner Sasser wanted to hear what Mayor Minnet had to say about conducting the program and then discuss taking action on the Terra Mar Entrance project.

ii. Neighborhood Projects Grant Program (Mayor Roseann Minnet)

Mayor Minnet questioned how the program would be implemented. She said it was all about beautification and the beautification project had already begun and was budgeted. Mayor Minnet wanted it open to every residential community and questioned how they could be identified. She was not comfortable with the requirement of being part of an association. Mayor Minnet wanted it to be inclusive and not separate the community. She believed it was important to identify certain areas and to identify the matching amount of designated funds. Mayor Minnet said they needed to determine what the improvement would be and what it would entail. She expressed concern as to whether staff could get this project started immediately and move quickly. Mayor Minnet wanted to look at the whole program and as a community project.

Town Manager Hoffmann suggested the Commission determine what the neighborhoods were and set the boundaries, rather than have the neighborhoods go through the process of creating homeowner's associations. She questioned whether the Commission wanted the neighborhoods to match the funds and pointed out it did not happen with Bel Air. Mayor Minnet said that was a policy decision. Mayor Minnet said Bel Air was not asked to match any funds and did not believe it would be fair to ask the other communities to match funds either.

Commissioner Sasser pointed out that Terra Mar did all the maintenance in and around their entrance way and they had indicated that they continue to do so. Mayor Minnet asked whether that included the gate. Commissioner Sasser said it did and they also held the insurance for the gate.

Mayor Minnet questioned the Commission on their thoughts regarding matching the funds. Commissioner Vincent believed the Town should take responsibility, move forward with the Terra Mar improvement, and Terra Mar should not have to match the funds. He thought that perhaps the sub-divisions could have a liaison work with the Town to create a sign or some other identifier for their neighborhood.

Vice Mayor Dodd inquired as to how they would define a neighborhood. He suggested dealing with each application on their own merits and its contribution to the beautification and the identity of the Town. Vice Mayor Dodd suggested that Silver Shores could bring a rough sketch forward for the Commission to look at, rather than the Town simply giving them the funds to do whatever.

Commissioner Vincent said that Silver Shores did not have anyone to bring an application forward and therefore believed there should be a liaison within Silver Shores to make their presentation to staff. He suggested they eliminate the application process.

Mayor Minnet asked whether that could be done by Resolution. Town Manager Hoffmann did not believe a Resolution was necessary as only guidelines were being set for consideration. Mayor Minnet believed they could identify 5 or 6 different neighborhoods areas by looking at the Town map and then put that in the Town

Topics so everyone would be aware of the beautification projects.

Town Manager Hoffmann believed that the neighborhood needed to come together and in some way propose a project, rather than 1 or 2 people. She said that once the neighborhoods were determined they could come forward with a neighborhood petition to say they wanted the beautification project.

Commissioner Vincent said there should be a mechanism in place to prevent exclusion. He said some people may not want to be involved with it, but that did not mean it was the voice of the people. Commissioner Vincent explained further that they should not be excluded because they did not meet the criteria. He suggested they keep it simple in that the Town would stipulate that a certain neighborhood was next, and if the current neighborhood did not come up with an idea, then the Town would decide what to do. He said that without an association there may not be a consensus and the only way to make it fair and equitable was to have liaisons in the neighborhoods and if they want to get involved they should, and if not then the Town would decide. Mayor Minnet believed that was an interesting concept that made sense.

Town Manager Hoffmann inquired as to whether Commissioner Vincent referred to entryway signs. Commissioner Vincent said that at this point he was talking about focusing on 2 or 3 entry points and then go from there.

Commissioner Sasser believed that Commissioner Vincent's idea made sense and provided another way to tackle the process. He wanted to make the process as simple as possible.

Vice Mayor Dodd was concerned that the Town would be responsible for coming up with the designs under Commissioner Vincent's plan.

Commissioner Vincent clarified that his suggestion was to have a liaison within neighborhoods that wanted to get involved, have a consensus and perhaps draft renderings. He added that if there was no participation from the residents of that neighborhood then the Town would have to make that decision.

Commissioner Sasser said that there seemed to be some merit in taking each project and focus on the project rather than the neighborhoods.

Mayor Minnet stated that the Seagrape project could identify that community and Imperial Lane was also identified. Mayor Minnet stated for clarification that the word "precedence" meant establishing a rule that a court or other judicial body may utilize when deciding subsequent cases with similar issues. She said there was nothing negative about using the word "precedence".

Town Manager Hoffmann suggested they put emphasis on establishing neighborhood entryway with signs. She added that including traffic design would be more expensive. Town Manager Hoffmann believed that if they just do the entryway signs it would be a good way to get things moving and come back 3 years later and look at other issues.

Mayor Minnet, Commissioner Sasser and Commissioner Vincent were in favor.

Town Manager Hoffmann asked whether the Commission wished to reverse their decision and go forward with the Terra Mar project, which was already in the budget. The Commission agreed to move forward.

Vice Mayor Dodd favored moving ahead. He believed Terra Mar made a generous offer and the Town should go ahead and match the funds. Mayor Minnet did not believe they were going to match it. She believed they were moving forward with the president of Bel Air Homeowners Association.

Commissioner Vincent said that if the project cost came out to \$40,000 and Terra Mar wanted to add \$50,000 to it, then let them do it and not delay the project.

Mayor Minnet requested that this item be added into the budget as a line item, to add a definition to it at budget time.

i. Traffic Calming on South Seagrape Drive (Town Manager Connie Hoffmann)
Deferred at the February 8, 2011 Roundtable

Town Manager Hoffmann explained that this item was deferred from the last Roundtable discussion where the Commission had different opinions and wanted to discuss it at another Roundtable. She said the question at the time was whether they could do what the original plan called for and she believed a traffic study would be required by Broward County, and therefore result in an expense for a traffic engineer. Town Manager Hoffman asked for Commission direction.

Commissioner Vincent did not understand why the issue had not yet been resolved after years of discussion. He explained that motorists were using the area as a cut through to avoid the intersection at A1A and Commercial Boulevard. Commissioner Vincent questioned why the traffic calming program that was implemented on the north side was not implemented on the south side of Seagrape Drive.

Mayor Minnet recommended presenting the same traffic calming study used on the north side of Seagrape Drive, to Broward County for approval. Town Manager Hoffmann agreed that the Town could try to submit the study.

Vice Mayor Dodd questioned the cost associated with having Broward County conduct another traffic study. Town Manager Hoffmann did not believe there would be a cost to the Town because of the agreement between the Town and Broward County. She said that the issue was how much time it would take to complete the study.

Mayor Minnet questioned whether a traffic study was completed in the past for this issue. Town Manager Hoffmann stated that she did not find one; however, that did not mean that a study was not completed.

Mayor Minnet believed that staff had the direction necessary to move forward and contact Broward County in regards to a traffic calming study for the south end of Seagrape Drive. Commissioner Sasser suggested that staff ask Broward County whether they had a copy of a previous completed study and whether they were willing to use it.

Commissioner Vincent noted that in 2001 temporary speed bumps were installed along the south end of Seagrape Drive and then removed due to complaints received from the residents. He questioned whether they were removed due to the complaints or for safety reasons. Town Manager Hoffmann explained that it was normal to receive complaints whenever new stop signs or speed humps were installed.

Mayor Minnet questioned whether staff had enough direction to move forward. Town Manager Hoffmann said that she understood the direction.

There was no further discussion.

j. Powered Paragliding (Town Manager Connie Hoffmann)

Town Manger Hoffmann questioned whether the Commission wanted to prohibit powered paragliding. Lieutenant Cedano said he had never seen one in Town before. Town Manager Hoffmann indicated that they could launch from a building as well as the beach. Mayor Minnet said she had experienced them and although she did not know how the paraglide launched, they were very noisy.

Commissioner Sasser believed they could not do anything if they were already in the air. He asked whether powered crafts were already prohibited on the beach. Attorney Trevarthen said there was reference to watercraft but she would need to research more and come back.

Development Services Director Bowman stated that the code said it was unlawful to operate or drive any bicycle, motorcycle, motor driven cycle, motor vehicle or taxi on the beaches in the Town.

Mayor Minnet believed a power glider was a motor vehicle. Development Services Director Bowman defined motor vehicle as something propelled by power other than muscular power, trailers, semi-trailers, motor coaches and motor homes. Commissioner Vincent stated that launching from the beach was prohibited under Town code. Attorney Trevarthen stated that if it was actually driven, rather than take flight, it should be covered in the code. Development Services Director Bowman believed that it could launch from the top of a building. Vice Mayor Dodd explained that it was a powered glider with a canopy and the person had a backpack with a big propeller in it. He added that the person sat in a seat under the canopy, fired up the propeller, which was awfully noisy. Vice Mayor Dodd said there was enough power to get the glider up in the air where the person glides up and down the beach. He believed it was a powered vehicle within the definition. Vice Mayor Dodd believed it should be included in

the prohibition of the vehicles mentioned in the code. He said he liked the idea of having designated areas on the beach one in the north and one in the south; he did not want to ban the launching of watercraft such as a dingy with an outboard motor. Vice Mayor Dodd believed the Commission should reconsider designated areas and address power gliding.

Mayor Minnet asked whether Vice Mayor Dodd would want to bring the designated area idea before the Commission in four to six months. Vice Mayor Dodd agreed.

Town Manager Hoffmann asked whether the Commission wanted the Town Attorney to research whether there was anything that prohibited power gliders from flying within a certain distance. Attorney Trevarthen believed, that with a better understanding as to what a power glider was, they should focus on launching. She did not believe anything could be done about over flights.

Mayor Minnet stated that Vice Mayor Dodd touched on launching areas in the north and south ends of Town and thought that it should be discussed during budget time and put on the agenda sometime in September or October.

Attorney Trevarthen requested confirmation as to whether she was to look only at the launch. Mayor Minnet confirmed.

k. Place keeper for an item that could not be completed

I. Amendments to Purchasing Policies (Town Manager Connie Hoffmann) from Town Manager Assignment/Project List

Town Manager Hoffmann said she summarized the significant changes in her cover memo. She asked whether the Commission wanted to go through the issues.

Vice Mayor Dodd said he looked at figures in comparison with Coral Springs and due to its population and large budget it would not have been his first choice for comparison. He said he would have liked to have seen Hillsboro or other smaller cities in comparison. Vice Mayor Dodd said he received this information on Friday, and it was a lot of information for the public and for the Commission to digest. He thanked staff for putting it all together but he believed more time was needed in order to consider it and to obtain input from residents.

Mayor Minnet agreed. She said it was important to make "like comparisons" and to advise the type of government they were such as the City of Hillsboro Beach which did not have a Town Manager. Town Manager Hoffmann said the study that compared the purchasing thresholds was done by the South Florida Purchasing Association and not by Town staff.

There was Commission consensus to bring this to the April 12, 2011 Roundtable for discussion.

Vice Mayor Dodd said there had been issues with not reading RFPs aloud in the past. He suggested a summary table and believed the Town had an obligation to get the information out to the respondents as quickly as possible so that they would have an idea as to where they stood. Mayor Minnet suggested that a bid sheet or a summary sheet be included so that it was open and transparent. Attorney Trevarthen recollected making the form part of the RFP. She explained that the RFP went out with a form to make it easy for the proposer to read and understand.

Town Manager Hoffmann believed that part of the confusion on this matter was because the purchasing manual did not differentiate between ITBs (Invitations to Bid) and RFPs (Request for Proposals). She said they very two were different procurements processes, yet the current manual referred to bids as RFP's. She felt bids should be read aloud.

Vice Mayor Dodd asked whether the trash contract and the technology contract should have been ITBs rather than RFPs. Town Manager Hoffmann said if it was suitable to be an ITB then it should be. She explained further that the trash contract pricing could have been handled as an ITB, but if there were variations possible on such things as methodology, the number of carts being provided, frequency of collection, and other things that would not be cut and dry then an RFP would be the appropriate approach. Town Manager Hoffmann said she understood reading the cost out loud as long as the associated costs were not pages long.

Mayor Minnet believed that if the definition was clearer in the purchasing manual it may eliminate some of the confusion. She believed that the Commission needed time to look at the purchasing manual and suggested bringing it back to the Commission for the first meeting in April.

There was no further discussion.

m. Town Manager's Report (Vice Mayor Stuart Dodd)

Vice Mayor Dodd wanted to move the Town Manager and Town Attorney Reports up on the agenda to follow the Public Safety Reports rather than have it at the end of the meeting.

Attorney Trevarthen stated that the Commission Procedures Resolution would need to be revised.

There was Commission consensus to move the Town Manager and Town Attorney reports to follow Public Safety reports on the Commission agenda.

n. Oceanfront Center Drainage Project. Discussion of Alternatives (Municipal Services Director Don Prince)

This item was discussed earlier in the evening with item 2g.

o. Community Bus Services (Acting Director of Finance and Budget Doug Haag)

Vice Mayor Dodd pointed out that the previous Commission agreed that if the Pelican Hopper was going to cost them money and the usage figures decreased, the Commission would eliminate the program. He wanted realistic figures on the costs per passenger mile. Vice Mayor Dodd said that it appeared that the ridership had not risen and the program was becoming costly.

Mayor Minnet wanted to identify areas in which the cost could be controlled and thought that perhaps the people that ride the bus would be willing to pay for it. She hoped all alternatives would be looked at in order to fund the program and should be addressed during budget time.

Commissioner Sasser questioned the effect on the grant if the Town used another provider or piggybacked off another city. Finance Director Haag said that the grant contract was already in place and did not believe it would affect it at that point. Town Manager Hoffmann said staff would need to review the provisions within the contract to determine how it could be terminated.

Mayor Minnet believed it was important to continue with the program for this year. She added it would cost an additional \$5,200 to continue with the community bus this fiscal year.

Mayor Minnet suggested they continue the program and appropriate \$5,200 for the balance of this fiscal year and then analyze what to do next budget. Finance Director Haag did not believe the contractor would agree to a short contract.

Town Manager Hoffmann suggested staff look at the provisions in the piggyback contract and come back with a report. The Commission agreed.

There was no further discussion.

p. Ordinance 2011-06: Amendments to Generator Regulation (Development Services Director Jeff Bowman)

Town Manager Hoffmann explained that the ordinance was placed on the Roundtable as per Commission request that every ordinance come to Roundtable between the 1st and 2nd reading.

There were no questions or concerns.

- q. Ordinance 2011-03: Cement / Concrete Walls and Fences (Development Services Director Jeff Bowman) Approved 1st reading on February 22, 2011 - Referred at the February 22, 2011 Commission meeting to the March 8, 2011 Roundtable for discussion

There were no questions or concerns. Mayor Minnet said that Ordinance 2011-03 would move forward for 2nd reading.

- r. May Beach Cleanup & Snorkeling Event (Mayor Roseann Minnet)

Mayor Minnet said that Congressman Alan West agreed to come to the May 7, 2011 Beach Cleanup. She believed that would be a great opportunity for the Town and the Chamber of Commerce to publicize the Town's snorkeling trial.

- s. RFP Seeking Realtor to Lease Warehouse (Public Information Officer Steve d'Oliveira)

Mayor Minnet stated that there were no proposals received. She asked whether the Commission had any recommendations as to how staff should proceed.

Commissioner Vincent believed the RFP should be extended another couple of weeks and look to realtors outside of Town.

Town Manager Hoffmann said the RFP was sent to the Realtors Association of Greater Fort Lauderdale and they were asked to inform their members. Public Information Officer Steve d'Oliveira stated that the RFP was also listed on Demand Star and local neighboring cities were also notified of the availability of the property for lease. He advised that two of the local realtors indicated that due to the depressed market, they did not respond to the proposal. Commissioner Vincent did not believe Demand Star was the correct place to advertise. Mayor Minnet suggested identifying local commercial and industrial realtors and making phone calls. Town Manager Hoffmann suggested putting the RFP back out for a longer period of time and specifically mail the RFP with a cover letter to some commercial realtors. Mayor Minnet and Commissioner Vincent agreed.

Vice Mayor Dodd questioned whether there was a sign on the building. Public Information Officer d'Oliveira believed there was a for sale sign displayed on the building. Vice Mayor Dodd suggested placing a "for sale or lease" sign on the building and target the top 4 commercial realtors and perhaps offer 1% or 2% over the normal commission rate.

Town Manager Hoffmann suggested that the listing time could be extended in the RFP. She advised that the RFP provided for the realtor to propose their fee structure.

There was Commission consensus to send the RFP back out, send it to at least 4 commercial realtors, and place a for sale or lease sign on the warehouse building.

t. Upcoming Events (Mayor Minnet)

This item was added earlier in the evening.

Mayor Minnet announced the following Community Master Plan Input Sessions in Jarvis Hall on Saturday, March 12, 2011, 10:00 a.m. to 12:00 p.m., Thursday, March 24, 2011, 7:00 p.m. to 9:00 p.m., and Saturday, March 26, 2011, 10:00 a.m. to 12:00 p.m. She also announced the Easter Event, April 23, 2011 to which she was the Chairperson and the 4th of July Event to which Vice Mayor Dodd was the Chairperson. Mayor Minnet and Vice Mayor Dodd said they were in need of volunteers.

Town Manager Hoffmann added that on Tuesday, March 15, 2011 from 6:00 p.m. to 7:00 p.m. Gianni Feoli would speak on Urban Design.

u. Sewer Rates (Vice Mayor Dodd)

This item was added earlier in the evening.

Vice Mayor Dodd preferred this item be deferred until the figures were available and to discuss it at the March 22, 2011 Commission meeting agenda.

There was no objection.

v. Return to Two Meetings per Month (Commissioner Sasser)

This item was added earlier in the evening.

Commissioner Sasser noticed that special meetings were added to every Roundtable meeting. He believed that the Commission should go back to 2 meetings per month.

Mayor Minnet believed that in the short term, the special meetings were needed due to the many issues that needed to be addressed, but in the long term she believed it was going very well.

Vice Mayor Dodd liked the way the Roundtable meetings were working. He stated that previous Commissions were heavily criticized for curtailing the rights of the public to speak and therefore believed that if the Roundtable agendas were to be this size, there should be a Public Comment section at the beginning to allow people to speak regarding the items on the Roundtable agenda. Mayor Minnet said the Commission could have a 3 minute public comment session.

Attorney Trevarthen questioned whether they were to add public comments as to items on the agenda. She stated that at regular Commission meetings public comments were

wide open. Vice Mayor Dodd said the public comments at Roundtable should be wide open.

Commissioner Vincent did not believe the public's right to speak was taken away. Mayor Minnet said that it was difficult for some residents because there was only 1 monthly meeting where they were allowed to speak. She believed it was important to allow the public to have their voice.

Attorney Trevarthen suggested that a revision to the Commission Procedure Resolution be made to allow a public comment portion at Roundtable meetings. She explained that it was not uncommon to have special meetings and it was not difficult to have special meetings as many cities have them for special purposes. Attorney Trevarthen reminded the Commission that if they turned the Roundtable meeting into a Regular Commission meeting they would not only be adding public comments to the agenda, they would also add other items making the meeting lengthy. She added that the Commission's intent for a Roundtable meeting was to be able to talk about agenda items in an informal manner prior to the Regular Commission meeting.

Mayor Minnet agreed that the Roundtable was important for discussion between each other. She added that it had become important to open the Roundtable for public discussion as well.

Attorney Trevarthen asked for clarification that the Commission's direction was to revise the Commission Procedures Resolution to leave the Roundtable meeting as a Roundtable meeting but to add public comments. Mayor Minnet said it was.

Town Manager Hoffmann asked whether the Commission wanted the presentation from RMA to be at a Special Workshop meeting or schedule it for a Roundtable meeting or Regular Commission meeting.

Mayor Minnet believed it should be a standalone meeting and suggested that the Town Manager bring forward dates where everyone could attend. Town Manager Hoffmann said she would.

There was no further discussion.

3. OTHER TOWN BUSINESS:

4. ADJOURNMENT

With no further business before the Commission, Mayor Minnet adjourned the meeting at 10:20 p.m.

Town Commission Roundtable Meeting Minutes
March 8, 2011

Mayor Roseann Minnet

ATTEST:

Town Clerk, June White CMC

Date